



बौद्धिक संपदा
भारत

एकस्व / अभिकल्प / व्यापार चिह्न
भौगोलिक उपदर्शन / कॉपीराइट
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GOVERNMENT OF INDIA

कार्यालय महानियंत्रक एकस्व, अभिकल्प और व्यापार चिह्न
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वाणिज्य और उद्योग मंत्रालय
Ministry of Commerce & Industry
उद्योग संवर्धन और आंतरिक व्यापार विभाग
Department for Promotion of Industry and Internal Trade

बौद्धिक संपदा भवन

BOUDDHIK SAMPADA BHAWAN

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संख्या/ No: CGPDTM-17031(11)/1/2021-CGOFFICE-Part(2)/3622

दिनांक/Date: 12.06.2026

OFFICE ORDER

In order to ensure effective monitoring of performance, accountability, and coordination among offices, it is hereby ordered that a weekly review meeting shall be conducted every Monday. All Head of Offices (Ho's) shall present and report the performance, progress, and output of their respective teams during the meeting.

- The review meeting shall be convened by the National Coordinators and the Joint National Coordinator. National Leaders (NLs), Team Leaders (TLs), and Team Coordinators (TCs) shall attend the meeting and provide necessary updates and inputs of their respective team.
- Officers showing persistent shortfall against prescribed targets shall be specifically identified and highlighted during the review process.
- Based on the review and recommendations, appropriate corrective measures including counselling, mentoring, performance review, written advisory or issuance of Show Cause Notice may be initiated by the Competent Authority, wherever warranted.
- This issues with the approval of Controller General of Patent, Designs, Trade Marks and GI.

(Vickey Kumar)

Director

Establishment & Administration, O/o

CGPDTM

Copy to:

- Head of Office, Patent Office, Chennai, Delhi, Kolkata & Mumbai.
- Head of Office, Trade Marks Registry, Ahmedabad, Chennai, Delhi, Kolkata & Mumbai.
- Head of Office, PIS/RGNIIPM, Nagpur.
- Head of Office, GI Registry, Chennai.
- Head of Office, Copyright Office, New Delhi.
- Head of Office, IT Office, Delhi – for uploading on the official website.
- Guard File.